



OAKLAND COUNTY MICHIGAN
invites applications for the position of:

Probate Register

SALARY: \$78,901.16 - \$102,649.56 Annually

OPENING DATE: 01/22/18

CLOSING DATE: Continuous

ANNOUNCEMENT INFORMATION:

All applications must clearly indicate how the Minimum Qualifications, if applicable, are met. Provide as much detail as possible under employment history along with the hours worked per week at each job.

PURPOSE

The purpose of this examination is to establish an eligible list from which to fill present or possible future vacancies in this classification. For each vacancy, a Department Director/Division Manager has the choice of the applicants in the top group. This list will remain in effect for six months, unless exhausted, superseded by a new eligible list or extended for another six months by the Human Resources Committee.

EXAM INFORMATION – TRAINING AND EXPERIENCE TEST

The examination will consist of an evaluation of the applicant's responses on the official employment application form that includes supplemental questions regarding the applicant's training and experience. Your responses will be scored and there are no test retakes. You will be notified of your results by email.

The exam content as described above may be modified depending upon the number of applicants or other factors that influence the practicality or usefulness of this selection process. Where minor differences in actual test scores do not reflect meaningful differences in ability, those scores will be statistically grouped resulting in a tie among those applicants.

CLOSING WITHOUT A DATE

This is a continuous examination, and applications will be accepted until such time as there are sufficient applicants to meet the County's current recruitment needs. As such, interested persons should make application promptly. Applicants will be tested in groups as they apply. Successful applicants, regardless of their testing date, will be ranked on the eligible list based on their final examination scores. The original rank of persons on the eligible list may change as later applicants are tested and added to the list. Notice of the last date to apply for this examination will be posted in the Human Resources Department and on this posting one week prior to the application deadline. Applications will not be accepted after the posted closing date.

JOB SUMMARY:

Under limited direction, is responsible for judicial support services related to all matters under the jurisdiction of the Probate Court. Develops and recommends plan of work and defines necessary personnel and financial resource requirements. Recommends policies and establishes procedures throughout division. Regularly addresses inquiries from private citizens and their legal counsel regarding Probate Court matters. Explains current legal procedures and provides consulting, and problem solving. Maintains updated knowledge in law, procedure, and practices, and informs staff and users of requirements and changes. Utilizes current county-wide and/or department specific software to complete assignments. Works closely with Judges and provide legal advice when required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees daily operation of Estates and Mental Health. Provides assistance to lawyers and the public on matters relating to probate law and procedure and the opening, processing and closing of cases before the court, including which probate rules and procedures apply to individual matters.
- Addresses inquiries regarding the Probate matters by counseling citizens and attorneys, explaining procedure, judge's practices and legal areas requiring interpretation.
- Develops forms and methods to be used in implementing operating procedures and in carrying out the statutory functions of the court. In conjunction with supervisor, develops in-service training for staff.
- Assists the Probate Court Administrator and Circuit Court - Court Business Administrator in developing the proposed annual budget for the Probate Court, utilizing experience from the current and previous year's expenditures, and identifying fiscal impact of recent legal procedural changes.
- Develops and implements operating changes for the Estates and Mental Health Unit as necessitated by new legislation or current interpretation of law. Consults with Probate Court Administrator to remain updated on new and pending legislation and the possible effect on procedures.
- Drafts policy recommendations for review by the Probate Court Administrator and Probate Judges, and develops procedures which implement approved policies.
- Implements approved programs which either respond to new legal requirements, follow judicial or administrative directives, provide improved services, or employ technological advancements. Monitors these programs in operation and assists in program evaluation and modification.
- Sets up project work groups as required within division and ensures that task is defined and that project proceeds to solution in an efficient manner.
- To the extent not prohibited by law or policy, makes/obtains legal assessments to situations posed by court staff or by users of court services.
- May represent the Probate Court at various state, county, and professional organizations, including the Michigan Probate and Juvenile Register's Association ("MPJRA").
- Serves as Probate Court liaison to Community Mental Health for effective service delivery to clients.

- Oversees the filing and records management function of the court to ensure filing and record keeping practices are in conformance with legal and procedural requirements.
- Speaks at professional and public seminars to further the education and understanding of probate procedures.
- When authorized by the Chief Probate Judge for an uncontested matter, exercises specific duties such as determining whether a petitioner has complied with legal requirements, takes acknowledgments and certain types of testimony, and administers oaths.

MINIMUM QUALIFICATIONS:

At the time of application, applicants must:

1. Possess a Juris Doctor degree from an accredited Law School, and a license to practice law in Michigan; **AND**
2. Have at least five (5) years of full-time work experience in Probate, either as an employee of a Probate Court or as a practitioner specializing in Probate. Two (2) years of this experience must have included administrative or supervisory responsibilities.
3. Pass the complete examination, including the medical examination established for this class.
4. Successfully complete the six month probationary period.

SPECIAL REQUIREMENTS:

Must remain in good standing with the State Bar of Michigan.

APPLICATIONS MAY BE FILED ONLINE AT: <https://www.governmentjobs.com/careers/oakgov/jobs/1949587/probate-register>

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Position #2018-35
PROBATE REGISTER
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